

BUSINESS HELP DIRECTORY

STATE RESOURCES

For information on state permits or licenses, available buildings and sites, labor availability, taxes, finance sources, and resolution of regulatory problems, contact Department of Commerce, 201 W. Washington Ave., P.O. Box 7970, Madison WI 53707; **1-800-HELPBUS**(iness) or **608/266-1018**. Wisconsin also has a public/private initiative to encourage business growth. Contact Forward Wisconsin, Inc.; **608/261-2500**.

FINANCING

The Department has financial assistance programs available to businesses and communities for economic development. These programs cover fixed assets, training and new product development. For information, contact Bureau of Business Finance, 608/266-6746; or request a Directory of Financial Resources, Fax Form #605. The Wisconsin Housing and Economic Development Authority (WHEDA) offers financial assistance to Wisconsin business and agriculture. For information, contact Business Development 1-800-642-6474; Farm Production Loans 1-800-334-6873; or write WHEDA, P.O. Box 1728, Madison, WI 53701.

BUSINESS DEVELOPMENT

The Department offers a variety of services and assistance to promote economic development in Wisconsin. Contact Bureau of Business Development at 608/266-9884; Development Finance at 608/266-6746; and Minority Business 608/267-9550. The Business Development Assistance Center can be reached at 1-800-HELPBUS and the Small Business Ombudsman at 608/267-9384.

SMALL BUSINESS DEVELOPMENT CENTERS (SBDC)

For small business counseling and management education, contact University of Wisconsin (UW)-Extension Administrative Unit, 432 N. Lake St., #425, Madison, WI 53706, 608/263-7766. Coordinators of Small Business Development Centers (SBDC): UW-Eau Claire 715/836-5811; UW-Green Bay 920/465-2089; UW-LaCrosse 608/785-8782; UW-Madison 608/263-7680; UW-Milwaukee 414/227-3240; UW-Oshkosh 414/424-1453; UW-Parkside 414/595-2312; UW-Platteville 608/342-1038; UW-Stevens Point 715/346-3838; UW-Superior 715/394-8351; UW-Whitewater 262/472-3217. Special SBDC Services: Evaluation of commercial feasibility of new product ideas or inventions, Center for Innovation and Development, UW-Stout (at Menomonie), 715/232-5026. Wisconsin Innovation Service Center, Preliminary evaluation of incentives, UW-Whitewater, 262/472-1365

STATE PURCHASING

For information on state government purchasing and procurement procedures, contact Department of Administration (DOA), Bureau of Procurement, 101 S. Webster St., P.O. Box 7867, Madison, WI 53707; 608/266-2605.

SCIENCE AND TECHNOLOGY REFERENCES/RESOURCES

A point of access to published scientific, technical, and marketing information and patents, standards, and specifications, contact Wisconsin Technical Search, Kurt F. Wendt Library, 215 N. Randall Ave., Madison, WI 53706; 608/262-5913.

WISCONSIN TECHNICAL COLLEGE SYSTEM

Adult education, employment and training programs, job skill improvement, apprenticeship-related training, college transfer programs, continuing education, and technical assistance to business and industry provided locally through 16 districts. Contact WTCS, 310 Price Pl., P.O. Box 7874, Madison, WI 53707; 608/266-2302.

JOB SERVICE

To match job seekers and employment opportunities through over 40 local offices, contact Department of Workforce Development, 201 E. Washington Ave., #201, Madison, WI 53703; 608/266-0327.

LABOR MARKET INFORMATION AND EMPLOYEE TRAINING

For labor market statistics information on employment trends and training programs, contact DWD, Employment and Training Library, P.O. Box 7944, Madison, WI 53707; 608/267-9613.

CENSUS/DEMOGRAPHICS AND POPULATION ESTIMATES

Contact Demographic Services Center, Department of Administration, 101 East Wilson St., Madison, WI 53702; 608/266-1927; or Applied Population Laboratory, UW, 316 Agriculture Hall, 1450 Linden Dr., Madison, WI 53706; 608/262-1515.

TOURISM INFORMATION

For information regarding Wisconsin tourism development and programs, contact, Department of Tourism, 201 W. Washington Ave., P.O. Box 7976, Madison, WI 53707; 608/266-7621. Tourist Information 1-800-372-2737.

PENDING LEGISLATION

Contact Legislative Reference Bureau, 100 N. Hamilton St., P.O. Box 2037, Madison, WI 53707-2037; 608/266-0341. Legislative Hotline 1-800-362-9472.

CORPORATION/TRADENAME/TRADEMARK REGISTRATION

For information on the incorporation of a business or registration of a business name or limited partnership, contact Corporate Registrations, Department of Financial Institutions (DFI), 345 W. Washington Ave., 3rd Floor, P.O. Box 7846, Madison, WI 53707, 608/261-9555.

LEGISLATIVE/GOVERNMENT RECORDS

For information about new state laws and other government records, contact Office of the Secretary of State, 30 W. Mifflin St., P.O. Box 7848, Madison, WI 53707, 608/266-5503. For copies of new state laws or other government records, call the Legislative Hotline 1-800-362-9696; local calls 608/266-9960; hearing impaired 1-800-228-2115.

UNIFORM COMMERCIAL CODE

For information on the process and records of business debts, contact DFI, U.C.C. Section, 345 W. Washington Ave., 3rd Floor, P.O. Box 7847, Madison, WI 53707, 608/261-9555.

FRANCHISE AND SECURITIES REGISTRATION

Wisconsin registers issues of franchise and securities offerings in the state. Contact DFI Securities Div., 345 W. Washington Ave., P.O. Box 1768, Madison, WI 53707, 608/266-1064; Franchises 608/266-8557.

WAGE AND HOUR LAWS

For state rules on minimum wage, overtime pay, child labor laws, compensatory time, wage payments, and discrimination, contact DWD, Equal Rights Division, 201 E. Washington Ave., P.O. Box 8928, Madison, WI 53707, 608/266-6860.

STATE TAX INFORMATION

Sales Tax/Sellers Permit, Consumer Use Tax Permit, Withholding Tax ID Number: contact Department of Revenue (DOR), Compliance Bureau, P.O. Box 8902, Madison, WI 53708, 608/266-2776; Milwaukee 414/227-4444.

Unemployment Insurance: Contact DWD, Unemployment Insurance Division, P.O. Box 7942, Madison, WI 53707, 608/266-7959.

Worker's Compensation: Contact DWD, Worker's Compensation Division, P.O. Box 7901, Madison, WI 53707, 608/266-1340. For rates/Assigned Risk Pool information, contact Compensation Rating Bureau, 2200 N. Mayfair Rd., Milwaukee, WI 53226, 414/476-6440.

Personal Income Tax, Corporation/Franchise Income Tax: Contact DOR, Income, Sales, Inheritance, and Excise Tax Division, 4638 University Ave., P.O. Box 8906, Madison, WI 53708, 608/266-2772.

Personal Property Tax: Contact DOR, State and Local Finance Division, Bureau of Property Tax, 125 S. Webster St., P.O. Box 8933, Madison, WI 53708, 608/266-8661. Commercial property is addressed at the local level. Wisconsin Tax Forms: 608/266-1961.

WORKPLACE/SAFETY REGULATIONS

Right-to-Know: Requires all employers to inform workers about toxic substances, infectious agents, and pesticides in the workplace. Contact COMMERCE, Safety and Buildings Division, Bureau of Safety Inspections, P.O. Box 2658, Madison, WI 53701; 608/266-3151.

Occupational Safety and Health Administration (OSHA): Covers every employer and requires a workplace free from safety and health hazards. Contact the appropriate U.S. Department of Labor-OSHA area offices:

Appleton Area Office 920/734-4521

2618 N. Ballard Rd.; Appleton, WI 54915

Eau Claire District Office 715/832-9019

Federal Building; U.S. Courthouse; 500 Barstow St.; Eau Claire, WI 54701

Madison Area Office 608/264-5388

2934 Fish Hatchery Road, #225; Madison, WI 53713-3185

Milwaukee Area Office 414/297-3315

Henry S. Reuss Federal Plaza; 310 W. Wisconsin Ave., #1180, Milwaukee, WI 53203

Sara Title III. The Superfund Amendments and Reauthorization Act (SARA) requires businesses using toxic substances to report to the State Emergency Response Commission, 4802 Sheboygan Ave., #99A, Madison, WI 53707, 1-800-943-0003.

ENVIRONMENTAL REGULATIONS

For information on water, air, or waste regulations, contact BDAC, Department of Commerce, 201 W. Washington Ave., P.O. Box 7970, Madison, WI 53707; 1-800-HELPPBUS or 608/266-9869; or Permit Coordinator, Department of Natural Resources (DNR), 101 S. Webster St., 2nd Fl, Madison, WI 53703, 608/264-6266.

BUILDING PERMITS AND ZONING CODES

Businesses should contact the local planning or building inspection departments to determine what permits are required. For state building codes that apply to commercial and public structures, contact COMMERCE, Division of Safety and Buildings, 201 W. Washington Ave., P.O. Box 2658, Madison, WI 53701; 608/266-3151.

MOTOR VEHICLE LICENSING

For general information on motor vehicle registration 608/266-1466 and licensing 608/266-2353, contact Department of Transportation, Division of Motor Vehicles, 4802 Sheboygan Ave., Madison, WI 53705, 608/266-1466.

FEDERAL RESOURCES

For information about all federal programs and agencies, including contracting, contact U.S. Department of Commerce, Office of Business Liaison, Fourteenth and Constitution Ave. N.W., #5898C, Washington, DC 20230, 1-800-854-8407.

RESEARCH AND DEVELOPMENT FUNDS

To find out how to qualify for the Small Business Innovation Research (SBIR) Program or to receive announcements on available research and development funds, contact Small Business Administration, SBIR, 409 Third St., S.W., Mail Code 6470, Washington, DC 20416, 202/205-6450.

EXPORTING

For assistance with exporting, contact U.S. and Foreign Commercial Service, U.S. Department of Commerce, 517 E. Wisconsin Ave., #596, Milwaukee, WI 53202, 414/297-3473, or the Trade Information Center, 1-800-872-8723.

IMPORTING

For assistance with importing, contact Department of Treasury, U.S. Customs Service, District Office, 6269 Ace Industrial Dr., Milwaukee, WI 53110, 414/571-2860; or U.S. Customs Service, Office of Workforce Effectiveness/Development, 1301 Constitution Ave. N.W., #4128, Washington, DC 20229 202/927-6724; Chicago 312/353-6100.

WAGE AND HOUR LAWS

For rules on overtime pay, minimum wage, child labor laws, and compensation time, contact U.S. Department of Labor, Wage, and Hour Division, 200 Constitution Ave. N.W., #S3508, Washington, DC 20210, 202/693-0051; Madison 608/264-5221; Milwaukee 414/297-3585.

WORKPLACE SAFETY & HEALTH REGULATIONS

For information on right-to-know rules and workplace standards, contact Occupational Safety and Health Adm., 200 Constitution Ave. N.W., #N3647 Washington, DC 20210, 202/523-1452.

GOVERNMENT PUBLICATIONS

For copies of public laws and government booklets or to subscribe to the Congressional Record or Federal Register, contact Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, or call the inquiries and order desk, 1-800-829-3676.

PENDING LEGISLATION

To find out the status of federal legislation, contact Office of Legislative Information/Status, Ford House Office Bldg., Second and D Streets, S.W., Washington, DC 20515, 202/225-1772.

MARKET STATISTICS

For data on labor, prices, growth areas, and productivity, contact U.S. Department of Labor, Division of Information Services, Bureau of Labor Statistics, 441 G St., N.W., Washington, DC 20212, 202/606-5900, (<http://stats.bls.gov>).

INDUSTRY FORECASTS

For outlooks of specific industries, contact the industry publication staff at the U.S. Department of Commerce, International Trade Administration, Fourteenth and Constitution Ave. N.W., #1211, Washington, DC 20230, 1-800-872-8723.

ECONOMIC DATA

For regional, national, and international statistics, contact U.S. Department of Commerce, Bureau of Economic Analysis, 1401 K St., N.W., Washington, DC 20230, 202/606-9900, (<http://www.census.gov>).

SCIENCE AND TECHNOLOGY REFERENCES

For references on subjects from TV repair to acid rain, contact Library of Congress, Science & Technology Division, Science Reference Section, Washington, DC 20540, 202/707-5639 (science questions) or 202/707-5522 (general reference questions).

CENSUS DATA

For information on business locations, population characteristics, Standard Industrial Classifications codes, and other census data, contact U.S. Department of Commerce, Customer Services Branch, Data User Services Division, Bureau of the Census, Washington, DC 20233, 301/457-4608.

FRAUD AND WASTE

To report incidents of fraud and waste involving the federal government, contact General Accounting Office Fraud Hotline, 10 a.m. to 4 p.m., Eastern time, 1-800-424-5454. For Washington, DC, metro areas, 202/272-5557.

ENVIRONMENTAL REGULATIONS

For answers on how to comply with federal environmental regulations, contact Small Business Ombudsman's Hotline, 1-800-368-5888. For Washington, DC, metro areas, 202/260-1211.

HAZARDOUS WASTE

To find out if you're covered under hazardous waste law and if you're disposing of hazardous waste properly, call RCRA/Super fund Hotline 8:30 a.m. to 7:30 p.m., Eastern time, 1-800-424-9346.

TAX PUBLICATIONS

To order business tax forms and booklets explaining the tax code, call the IRS publication number 1-800-829-1040.

IMMIGRATION LAW

For information on your responsibilities as an employer under the immigration law, call the Immigration and Naturalization Service, 414/297-3565.

PROCUREMENT INFORMATION

The Federal Government awards contracts to businesses of all sizes for billions of dollars in goods and services. SBA assists small businesses in obtaining a fair share of these government contract awards. For further information and assistance, contact U.S. Small Business Administration (SBA), 310 W. Wisconsin Ave., #400, Milwaukee, WI 53203, 414/297-3941.

SBA PROGRAMS

For information about programs run by the SBA, such as management assistance and loan programs, call the SBA answer desk, 1-800-827-5722; Madison 608/441-5263; Milwaukee 414/297-3941.

SCORE OFFICES (Service Corps of Retired Executives)

Business consultation with retired executives: Appleton 920/734-7101; Beloit 608/365-8835; Eau Claire 715/834-1573; Fond du Lac 920/921-9500; Green Bay 920/496-8930; Janesville 608/757-3160; La Crosse 608/784-4880; Madison 608/831-5464; Manitowoc 920/734-7101; Milwaukee 414/297-3942; Oshkosh 920/424-7700; Prairie du Chien 608/326-8555; Rhinelander 715/845-6231; Stevens Point 715/344-7729; Superior 715/394-7388; Wausau 715/845-6231.